

City of York Board of Architectural Review
Minutes
April 4, 2022

Members present:

Chairperson Beth Bailey
Gene Gaulin
Gary Stewart
Diane Hanlon
Missy Coleman

Members absent:

Quinn Witte
Linda Lowman

Others present:

Planning Director Breakfield
Zoning Administrator Blackston
(see sign-in sheet)

Chairperson Beth Bailey called the meeting to order at 6:30 p.m.

The first item of business was approval of the draft Minutes from the March 7, 2022 meeting. Upon a Motion by Gene Gaulin, seconded by Diane Hanlon, the Board unanimously approved the draft Minutes as submitted.

The second item of business was consideration of a certificate of appropriateness (COA) application for an addition to a house at 5 Broad Street.

Planning Director Breakfield reminded the Board of requirements from the Historical District Construction Design Standards (HDCDS).

Per the evaluation process detailed in the HDCDS, the Board made the following findings of facts regarding the proposal:

1. The subject property is historic and located in a largely-intact, historically, architecturally, and culturally-significant area.
2. The subject certificate of appropriateness application did comply with the HDCDS.

After discussion and upon a Motion by Missy Coleman, seconded by Gary Stewart, the Board unanimously approved the application as submitted.

The third item of business was consideration of a certificate of appropriateness (COA) application for an awning replacement siding at 1 North Congress Street.

Planning Director Breakfield reminded the Board of requirements from the Historical District Construction Design Standards (HDCDS).

Per the evaluation process detailed in the HDCDS, the Board made the following findings of facts regarding the proposal:

1. The subject property is historic and located in a largely-intact, historically, architecturally, and culturally-significant area.
2. The subject certificate of appropriateness application did comply with the HDCDS.

After discussion and upon a Motion by Diane Hanlon, seconded by Gene Gaulin, the Board unanimously approved the application as submitted.

The fourth item of business was consideration of a Façade Grant Improvement application for 1 North Congress Street.

After discussion and upon a Motion by Gene Gaulin, seconded by Gary Stewart, the Board unanimously approved the application as submitted.

The fifth item of business was discussion of the process to finalize vinyl building material usage requirements.

Chairperson Beth Bailey indicated that City staff was working on the procedure to incorporate the provisions from the vinyl/ substitute building material policy into the City's historical standards and the staff will provide an update at a subsequent meeting.

The Board requested that the City Attorney review all draft documents and commended the Chairperson and City staff for their efforts regarding this matter.

The sixth item of business was documentation of certificate of appropriateness applications.

The seventh item of business was an update regarding staff-approved certificates of appropriateness. Zoning Administrator Blackston indicated that there was one staff-approved COA application to report at this meeting:

- **Sprint Strong Fitness - 1 East Liberty Street - signage**

There being no further business, the meeting was adjourned at 6:46 pm.

Respectfully submitted,

C. David Breakfield, Jr. AICP, MCP
Planning Director

Amanda C. Blackston
Zoning Administrator

cc: File, Board of Architectural Review 4/4/2022
Seth Duncan, City Manager